



## **GENERAL INFORMATION FOR DAY CARE USES (for more than six persons)**

Day care uses that care for more than six persons have specific zoning, building, and fire code requirements. The requirements provide a minimum level of safety for this sensitive type of use. Following is a brief description of the permit review process. For information and requirements for a specific site, please visit the One-Stop Permit Center at City Hall.

### **Application Review Process**

The first step in the review process for new day care uses is to speak with a Planner at the One-Stop Permit Center to verify any zoning requirements.

After approval from the Planning Division, the following plans will need to be submitted to the Building Division for building code compliance review:

- Plans to be designed by a licensed professional and to bear the stamp and signature of the professional;
- A letter of intent explaining the actual use of the building or space.
- Complete site plan showing all buildings on site, setbacks from all property lines, and distances between buildings;
- Complete floor plan of the building showing all occupancy types and rooms/areas within the building;
- The occupancy type of the proposed day care as determined by the State license (if a license is required); and
- Construction type of the building.

The plans listed above are the minimum requirements for building permit review. Depending on the location of the building and other occupancies within the building, additional information may need to be provided.

As part of the building permit review, the plan will be reviewed by different departments/divisions within the City of Sunnyvale to verify compliance with all applicable State and local codes.

**Inspection Process**

A Building Inspector and Fire Protection Engineer will inspect the property at different stages of construction to verify compliance with the permit and code requirements.

A fire inspector will conduct a fire clearance inspection once all code and State licensing requirements have been met. Fire inspections will occur annually.

**California State Community Care Licensing**

Contact the State Community Care Licensing and complete any required licensing and training. Community Care Licensing will forward information (form 850) to the Fire Prevention Division. Fire inspections and clearances will be done after this information is received and all necessary permits are obtained. Community Care Licensing can be reached at (408) 277-1289.

If you have any questions, please call the City of Sunnyvale Building Division at (408) 730-7444. Information is also available on the Building Division web site at: [www.sunnyvalebuilding.com](http://www.sunnyvalebuilding.com).